

**PERFORMANCE WORK STATEMENT  
PROGRAMMATIC SUPPORT SERVICES  
for  
PM WIN-T**



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## **1.0 SCOPE**

### **1.1 INTRODUCTION**

Project Manager Warfighter Information Network-Tactical (PM WIN-T) provides the communications network and services that allows the Warfighter to send and receive information in order to execute the mission. Information is the element of combat power that allows Commanders to magnify the effects of maneuver, firepower, and protection. WIN-T is the transformational Command and Control system that manages tactical information transport at theatre through Company Echelons in support of full spectrum Army operations.

The WIN-T Network is currently being fielded incrementally to the Army. WIN-T Increment 1 provides networking capabilities "At-The-Halt" down to the Battalion level and has completed its fielding to Army Units. WIN-T Increment 2 builds on Increment 1 capabilities and provides initial networking "On-The-Move" down to the Company level only for select Maneuver Brigades. WIN-T Increment 3 will provide full networking "On-The-Move" down to the Company level for Maneuver, Fires and Aviation Brigades, and will fully support the Brigade Combat Team (BCT) Modernization program. WIN-T Increment 4 will provide protected Satellite Communications "On-The-Move" capability against jamming, detection and intercept.

The WIN-T Increments are designated an ACAT ID program which is subject to the management, review and approval processes of DoDI 5000.02. PM WIN-T is chartered with the life cycle acquisition management and support responsibility for all of the systems and products it is assigned. A critical attribute of the contractor for this effort is an in depth knowledge and experience implementing the requirements of DoDI 5000.02. This is essential to the timing, program milestone approvals and success of its programs and the overall mission of PM WIN-T.

### **1.2 OBJECTIVES**

This PWS specifies programmatic support tasks the contractor shall perform in support of PM WIN-T programs. These Systems Engineering and Technical Assistance (SETA) non-personal services include expertise not readily available within the Project Management Office or supporting Communications-Electronics Command (CECOM) Life Cycle Management Center (LCMC) matrixes and other US Government offices. These services provide the flexibility required for tasks, which cannot be accomplished by the US Government organization within the available time. The efforts under this PWS comprise a broad range of efforts including: systems engineering, analysis, integration, exercise and demonstration planning, reporting, planning, operational, analytical, technical support and contract/program management. This support includes assisting the PM WIN-T, its Product Managers (PdMs), project teams, and PM WIN-T divisions, with programmatic support services on the programs listed below and projects during all phases of the system/equipment acquisition life cycle. This list includes the programs identified at the time of solicitation. This list may change in response to new direction and to keep pace with evolving Army needs. These programs/systems are in various phases of the system life cycle as described in DoDI 5000.02:

- Warfighter Information Network-Tactical (WIN-T) Increments 1, 2 & 3

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- Advanced Extremely High Frequency (EHF) Satellite System
- Secure Mobile Anti-Jam Reliable Tactical Terminal (SMART-T)
- Single Channel Anti-Jam Man-portable (SCAMP)
- Global Broadcast System (GBS)
- Secure En-route Communications Package – Improved (SECOMP-I)
- Lightweight High-Gain X-Band Antenna (LHGXA)
- Lightweight Multi-Band Satellite Terminal (LMST)
- Phoenix, Commercial Satellite Systems
- Transportable Tactical Command and Control (T2C2)
- Global Rapid Response Information Package (GRRIP)
- SIPR/NIPR Access Point (SNAP)
- Tactical Internet Management System (TIMS)
- Area Common User System Modernization (ACUS MOD)
- mission area for training and engineering services and support requirements
- Frequency Hopping Multiplexer (FHMUX)
- Foreign Military Sales (FMS)
- Command Post Systems and Integration Programs, such as: Harbor Master Command and Control Center (HCCC)
- Command & Control On The Move (C2OTM)
- Standard Integrated Command Post System (SICPS)
- Trailer Mounted Support System (TMSS)
- Command Post Communications Systems (CPCS)
- Command Post Platform (CPP)
- Command Center System (CCS)
- Tactical Operations Centers (TOCs)
- Common Hardware Systems (CHS)
- Other PM WIN-T Command, Control, and Communication-Tactical (C3T) Programs & Projects Support, as directed

### **1.3 CONTRACT TYPE**

The contract type is Time and Materials (T&M) for CLINs 0001-4001 and 0003-4003 and Firm-Fixed Price (FFP) for CLINs 0004-4004.

### **1.4 PERIOD OF PERFORMANCE**

The period of performance is a one-year base period and four (4) one-year option periods.

### **1.5 PLACE OF PERFORMANCE**

The majority of the performance will take place at Aberdeen Proving Ground (APG), Maryland.

Performance may also be required at National Guard and Army Reserve locations and the sites listed below. These locations may be changed to respond to Army needs and directions:

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- Fort Campbell, KY
- Fort Hood, TX
- Fort Gordon, GA
- Fort Stewart, GA
- Fort Knox, KY
- Fort Drum, NY
- Redstone Arsenal, Huntsville, AL
- CECOM LCMC operational locations, including Tobyhanna Army Depot (TYAD)
- Fort Polk, LA
- Fort Carson, CO
- Fort Bragg, NC
- Fort Lewis, WA
- Schofield Barracks, HI
- Fort Richardson/Wainwright, AK
- South Korea
- Germany
- Italy
- Taiwan
- Kuwait
- Afghanistan

### **1.5.1 GERMANY- TECHNICAL EXPERT STATUS ACCREDITATION (TESA)**

This PWS requires the utilization of Technical Expert (TE) personnel and/or Troop Care (TC). In accordance with AR 715-9, DoD will obtain approval by applicable Outside the Continental United States (OCONUS) authorities for accreditation of employees to fill contract TESA or TC positions. The contractor will ensure all contractor personnel have their TESA applications and resumes approved by the DoD Contractor Personnel Office (DOCPER) through the WIN-T Program Office before deploying. Accredited Technical Experts will be authorized to use US Government facilities in accordance with SOFA policies. Authorized logistics support items include: commissary, to include rationed items; Army & Air Force Exchange Service (AAFES) (Military Exchange) to include rationed items and purchase of POL; military postal service; children are authorized to attend DoD overseas schools; local US Government transportation for official government business (non-tactical); emergency medical/dental services; local Morale, Welfare, and Recreation (MWR) services; Class VI, to include rationed items; military banking facilities; customs exception; mortuary service; legal assistance; credit unions; and North Atlantic Treaty Organization (NATO) Status of Forces Agreement Letter and/or Stamp. The Contractor shall promptly notify the Contracting Officer's Representative (COR) if a TESA employee, once accredited, is no longer performing duties requiring accreditation. Temporary Duty (TDY) may be performed in accordance with AR-715-9.

### **1.5.2 ITALY**

Accredited Technical Representatives will be authorized to use US Government facilities in accordance with SOFA policies. Authorized logistics support items include: commissary, to

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include rationed items; AAFES (Military Exchange) to include rationed items and purchase of POL military postal service; children are authorized to attend DoD overseas schools; local US Government transportation for official government business (non-tactical); emergency medical/dental services; local MWR services; Class VI, to include rationed items; military banking facilities; customs exception; mortuary service; legal assistance if necessary; credit unions; and NATO Status of Forces Agreement Letter and/or Stamp, if such items are available and each installation commander has the discretion to approve or deny access to any/all items. TDY for less than ninety (90) days in one calendar year can be performed with the authorization of the COR and/or Contracting Officer.

### **1.5.3 SOUTH KOREA**

The contractor shall follow the procedures specified in Attachment D (Incoming Invited Contractor Procedure) in Section J when entering South Korea for work assigned under this task order.

### **1.6 TRAVEL**

Travel costs shall be invoiced and paid in accordance with FAR Subsection 31.205-46, the Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR). Travel shall not exceed the awarded not to exceed (NTE) amounts.

Costs for transportation may be based upon mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge. Travel costs will be considered reasonable and allowable only to the extent that they do not exceed on a daily basis, the maximum per diem rates in effect at the time of the travel. The Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR), while not wholly applicable to contractors, shall provide the basis for the determination as to reasonable and allowable. Maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. All necessary travel within CONUS meeting the above criteria shall be approved in advance by the COR. All necessary OCONUS travel meeting the above criteria shall be approved in advance by the COR. The Contracting Officer shall approve any exceptions to these terms in advance.

Details in the request must include the following:

- Dates of travel
- Person(s) traveling
- Justification for trip
- Travel rates from a commercial travel booking website for airfare, rental car, etc.
- Hotel/Motel rates
- Per Diem
- Other anticipated costs
- Total estimated costs

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For travel reimbursement, the contractor shall submit a travel expense report with the invoice. The expense report for travel expense shall identify all expenses for each traveler for each trip. The expense report must include the following:

- Per diem
- Lodging
- Rental cars
- Gas
- Transportation
- Other
- Copies of written travel authorization

All travel items addressed must be IAW the FTR and/or JTR.

### **1.7 PRIVACY ACT**

As the contractor is delivering services to a federal agency and handling federal employee information, the contractor will be governed by the provisions of the [Federal Privacy Act \(FPA\)](#). The contractor shall comply with FAR [52.224-1](#) Privacy Act Notification and FAR [52.224-2](#) Privacy Act. For the purposes of 5 U.S.C. 552a (i) (US Code for records maintained on individuals), the Contractor and its employees will be held to the same standards as federal employees.

### **1.8 PERSONAL SERVICES**

The government is soliciting for and will award a task order for non-personal services. The resultant task order shall not contain any personal services in accordance with Federal Acquisition Regulation (FAR) Section 37.104.

### **1.9 SECTION 508 COMPLIANCE**

The contractor shall support the government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when federal agencies develop, procure, maintain, or use electronic information technology, federal employees with disabilities have access to and use of information and data that is comparable to the access and use by federal employees who do not have disabilities, unless an undue burden would be imposed on the Agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the Agency. Applicable standards are 1194.21-1194.26. The contractor shall review and comply with the information found in the following websites:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

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<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

## 1.10 SECURITY

The security requirements for this task are per attached DD-254 and DD-254 Appendices (see Attachments E, F and G in Section J). Work for this effort may require access to and generation of classified documents up to the TOP SECRET/SCI level. All members proposed to work on this task order shall have an appropriate level security clearance commensurate with level of security involved with the specific work elements of their assigned work.

For activities at the TOP SECRET/SCI level, only those individuals possessing a TOP SECRET/SCI Level access and authorized by the approved government contract monitor, or his/her properly cleared and designated alternate identified in this task order, are allowed to perform subtasks at the TOP SECRET/SCI level. The requirements associated with TOP SECRET/SCI level effort are directly related to access of information at a Special Compartmented Information Facility (SCIF) for persons who will be involved in the test planning/operation, data collection and development of test reports for systems tested within the confines of the SCIF.

The contractor will be required to have a TOP SECRET facility clearance with SECRET safeguarding. The Contractor will require access to Communication Security (COMSEC) Information; Sensitive Compartmented Information (SCI); Non-SCI Intelligence Information; and For Official Use Only (FOUO) Information. The Contractor will also require access to SIPRNET systems.

To perform requirements set forth herein, the contractor will require access to:

- Communications Security (COMSEC) Information
  - NATO Information
  - For Official Use Only (FOUO) Information
  - Security Classification Guides for:
    - Advanced Extremely High Frequency (AEHF) Security Classification Guide dated 2 Jun 2003, FOUO
    - MILSTAR System Protection Plan, Rev 1, dated 15 Oct 1998, SECRET
    - Transformation Communication Architecture (TCA), dated 6 Jan 2004, SECRET/NF
    - Warfighter Information Network - Tactical (WIN-T) SCG, dated 31 May 2002
    - System Protection Guide and Annexes for Threshold Global Broadcast Service (GBS) System Development dated 19 Jul 2000
    - Wideband Gapfiller Satellite Space Segment System Protection Guide, dated 18 Feb 2000, FOUO
    - Wideband Gapfiller Satellite System Protection Guide, dated 26 Apr 02
    - Executive Order (EO) 12958 dated 17 April 1995, amended 25 Mar 2003
    - Administrative duties performed by the Contractor will not require a clearance but may require an investigation for Information Technology (IT) sensitive duties

### **1.10.1 ANTITERRORISM (AT) AND OPERATIONAL SECURITY (OPSEC)**

All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within five calendar days of the commencement of the base period and within five calendar days of new employees commencing performance. The contractor shall submit certificates of completion for each affected contractor personnel and subcontractor employee, to the COR within ten calendar days after completion of training by all contractor personnel and subcontractor personnel. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

Contractor and subcontractor personnel shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

Contractor and subcontractor personnel traveling Outside the Continental United States (OCONUS) shall make themselves available and shall receive government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit ATO being the local point of contact.

Contractor and subcontractor personnel, with an area of performance within an Army controlled installation, facility or area, shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within fifteen calendar days of the commencement of the base period and within five calendar days of new employees commencing performance with the results reported to the COR NLT twenty calendar days after the commencement of the base period.

All contractor and subcontractor personnel with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

Per AR 530-1, Operations Security, new contractor and subcontractor personnel must complete Level I OPSEC training within thirty calendar days of their reporting for duty. All contractor and subcontractor personnel must complete annual OPSEC awareness training.

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All contractor and subcontractor personnel must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor and subcontractor personnel working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

Per DoD 8570.01-M , DFARS 252.239.7001 and AR 25-2, the contractor and subcontractor personnel supporting IA/IT functions shall be appropriately certified upon commencement of the base period. The baseline certification as stipulated in DoD 8570.01-M must be completed upon the commencement of the base period.

All contractor and subcontractor personnel authorized to accompany the United States (US) Forces, shall comply with DFARS Clause 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States.

All contractor and subcontractor personnel requiring performance or delivery in a Foreign Country shall comply with DFARS Clause 252.225-7043, Antiterrorism/Force Protection for Defense Contractors Outside the US. All non-local national contractor personnel shall comply with theater clearance requirements and shall allow the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives.

All contractor and subcontractor personnel shall comply with FAR 52.204-2, Security Requirements requiring compliance with - (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DoD 5220.22-M, notice of which has been furnished to the contractor.

### **1.10.2 HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 12 (HSPD-12)**

Homeland Security Presidential Directive 12 (HSPD-12) was issued to implement the policy of the United States to enhance security, increase US Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, US Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees). Under this directive, the heads of executive departments and agencies are required to implement programs to ensure that identification issued by their departments and agencies to Federal employees and contractors meets the Standard. This policy can be found at the following website:

<http://www.dhs.gov/homeland-security-presidential-directive-12>

In performance of services under this task order, the Contractor shall insure all its and subcontractor personnel who require physical access to federally controlled facilities and access to federally controlled information systems have been issued identification in compliance with HSPD-12 policy. The Security/Identification point of contact for the Requesting Activity that is responsible for implementing its HSPD-12 compliant policy is the COR.

### **1.10.3 PASS AND IDENTIFICATION ITEMS**

The Contractor shall ensure it obtains pass and identification items required for task order performance for contractor and subcontractor personnel and non-government owned vehicles.

### **1.10.4 RETREIVING IDENTIFICATION MEDIA**

The Contractor and subcontractors shall retrieve all identification media; including vehicle decals from employees who depart for any reason before the task order expires.

### **1.10.5 PHYSICAL SECURITY**

Areas controlled by contractor or subcontractor personnel shall comply with base Operations Plans/Instructions for Force Protection Condition (FPCON) procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The Contractor shall safeguard all government property and equipment, including controlled forms, provided for contractor use. At the close of each work period, government furnished equipment, ground vehicles, facilities, support equipment, and other valuable materials shall be secured.

### **1.10.6 CONTRACTOR IDENTIFICATION**

The Contractor shall ensure its personnel and subcontractor personnel wear ID badges when on government contracted business. The badge shall be easily readable and include employee's name, functional area of assignment, security clearance if applicable, company name, and color photograph. The COR shall approve the ID badge template before contractor employees are allowed access to government facilities. Contractor personnel shall wear the ID badge at all times when performing work under this task order to include attending government meetings and conferences. Employees shall secure badges when not in use and not on site. Unless otherwise specified in the task order, each contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit such placement. Contractor personnel shall identify themselves as contractor employees when answering government telephones. When contractor or subcontractor personnel send e-mail messages to government personnel while performing on this task order, the Contractor's or subcontractor's e-mail address shall include the company name together with the person's name. When it is necessary for contractor personnel to have a user address on a government computer, the US Government shall ensure that person's e-mail address includes the name of its company.

### **1.11 TRAFFIC LAWS**

Contractor and subcontractor personnel shall comply with all base traffic regulations.

### **1.12 CONTRACTOR EMPLOYEE GUIDELINES**

The contractor and subcontractors shall not employ or continue to employ personnel on the task order if such persons are identified to the contractor by the COR as a potential threat to the

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health, safety, security, general well being, or operational mission of the installation and its population.

### **1.13 POINTS OF CONTACT**

#### **1.13.1 CONTRACTING OFFICER**

Bjorn Miller  
Contracting Officer  
U.S. General Services Administration  
Federal Acquisition Service/Assisted Acquisition Services  
26 Federal Plaza, Room 20-100  
New York City, NY 10278  
Office: 212-264-1258

(b) (6)

E-mail: [bjorn.miller@gsa.gov](mailto:bjorn.miller@gsa.gov)

#### **1.13.2 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The following person has been designated the COR by the Contracting Officer

John R. Westgate  
Systems Acquisition Specialist  
Project Manager, Warfighter Information Network – Tactical (PM WIN-T)  
Building 6010, Room 321.01  
Aberdeen Proving Ground (APG), MD 21005  
Office: 443-395-7048  
E-mail: [john.r.westgate.civ@mail.mil](mailto:john.r.westgate.civ@mail.mil)

#### **1.13.3 PROJECT MANAGER**

Frank Joyce  
Project Manager  
U.S. General Services Administration  
Federal Acquisition Service/Assisted Acquisition Services  
26 Federal Plaza, Room 20-100  
New York City, NY 10278  
Office: 212-264-3089  
Fax: 212-264-6012  
E-mail: [frank.joyce@gsa.gov](mailto:frank.joyce@gsa.gov)

### **1.14 INFORMATION ASSURANCE (IA) QUALIFICATION**

All contractor employees performing IA tasks under this contract shall be certified as required by DoD Directive 8570.01 in accordance with DoD Manual 8570.01-M.

### **1.14.1 SEVERABLE AND SCALABLE LABOR CATEGORIES**

With regards to the time and materials portion of the task order, each labor category position is “scalable,” meaning that the government can order more or less hours for any labor category from time to time during the task order. Each labor category is severable, meaning that the government can choose to reduce the number of hours in any labor category to zero (0) or add a labor category (when approved by the Contracting Officer) at any time and from time to time during the term of the task order and increase the number of hours needed within the NTE dollar ceilings.

### **1.14.2 NON-EXCLUSIVITY OF SERVICES**

Award of this task order allows the contractor to perform and be paid for the services identified in the task order. It does not guarantee the contractor exclusive rights as the only supplier of these services. The award of this task order does not entitle the contractor to have exclusive rights to provide these services to the government requiring activity. The government may acquire the subject services from any other approved source from time to time during this task order.

## **2.0 APPLICABLE DOCUMENTS**

The following documents, and any future revisions, are applicable as cited within this RFQ/PWS. In the event of a conflict between these referenced documents and this PWS, this PWS shall prevail. Nothing in this RFQ/PWS is meant to supersede or conflict with the law. If a document is cited by reference within this RFQ/PWS and not listed herein then the referenced document applies as cited within the text of the RFQ/PWS.

### **2.1 DEPARTMENT OF DEFENSE INSTRUCTIONS (DODI)**

- |              |   |
|--------------|---|
| DODI 3020.41 | Operational Contract Support (OCS), December 20, 2011 (at: <a href="http://www.dtic.mil/whs/directives/corres/pdf/302041p.pdf">http://www.dtic.mil/whs/directives/corres/pdf/302041p.pdf</a> )        |
| DODI 5000.02 | Operation of the Defense Acquisition System, December 8, 2008(at: <a href="http://www.dtic.mil/whs/directives/corres/pdf/500002p.pdf">http://www.dtic.mil/whs/directives/corres/pdf/500002p.pdf</a> ) |
| DODI 6000.11 | Patient Movement (PM), May 4, 2012 (at: <a href="http://www.dtic.mil/whs/directives/corres/pdf/600011p.pdf">http://www.dtic.mil/whs/directives/corres/pdf/600011p.pdf</a> )                           |

### **2.2 DEPARTMENT OF DEFENSE MANUALS**

- |               |  |
|---------------|--|
| DOD 5220.22-M | National Industrial Security Program (NISP), with Change dated 28 March, 2013 (at: <a href="http://www.dtic.mil/whs/directives/corres/pdf/522022m.pdf">http://www.dtic.mil/whs/directives/corres/pdf/522022m.pdf</a> ) |
| DOD 8570.01-M | Information Assurance Workforce Improvement Program, dated   |

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December 19, 2005, Incorporating Change 3,  
January 24, 2012 (at:  
<http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>)

### **2.3 ARMY REGULATIONS (AR)**

- AR 25-2 Information Assurance, latest revision 23 March 2009 (at:  
[http://www.apd.army.mil/pdf/files/r25\\_2.pdf](http://www.apd.army.mil/pdf/files/r25_2.pdf))
- AR 350-70 Systems Approach to Training Management, Processes, and Products (This document is available at:  
<http://www.tradoc.army.mil/tpubs/regs/TR350-70.pdf>)
- AR 525-13 Antiterrorism, 11 September 2008(at:  
[https://itsweb.us.army.mil/armypubs.asp?epubs/dr\\_pubs/dr\\_b/pdf/r525\\_13.pdf](https://itsweb.us.army.mil/armypubs.asp?epubs/dr_pubs/dr_b/pdf/r525_13.pdf))
- AR 530-1 OPERATIONS SECURITY (OPSEC), 19 April 2007(at:  
[https://armypubs.us.army.mil/epubs/dr\\_pubs/DR\\_c/pdf/r530\\_1.pdf](https://armypubs.us.army.mil/epubs/dr_pubs/DR_c/pdf/r530_1.pdf)  
)
- AR 700-127 Integrated Logistics Support (This document is available at:  
[http://www.apd.army.mil/pdf/files/r700\\_127.pdf](http://www.apd.army.mil/pdf/files/r700_127.pdf))
- AR 700-142 Type Classification, Materiel Release, Fielding, and Transfer (This document is available at:  
[http://www.apd.army.mil/pdf/files/r700\\_142.pdf](http://www.apd.army.mil/pdf/files/r700_142.pdf))
- AR 715-9 Contractors Accompanying the Force (at:  
[http://www.apd.army.mil/pdf/files/r715\\_9.pdf](http://www.apd.army.mil/pdf/files/r715_9.pdf))

### **3.0 TASK REQUIREMENTS**

The primary purpose of this requirement is to assist in the program management, acquisition support and documentation, information technology, engineering and technical support needs of the WIN-T Programs. The following tasks shall be performed when requested by the Government:

#### **3.1 STUDIES AND ANALYSIS**

The Contractor shall perform network system engineering analysis; Communications Flow, including Data/Voice/Video/Telephony analysis; Traffic Analysis; Line of Sight (LOS), Beyond Line of Sight (BLOS), Security (IA) Policy; and Network Management information as provided by the PEO C3T community.

#### **3.2 TECHNOLOGY INSERTIONS/SYSTEM INTEGRATION SUPPORT**

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The Contractor shall:

- Perform Integration/interoperability of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) systems into existing vehicles
- Support PM WIN-T at design Integrated Product Teams (IPTs)
- Integrate system with hardware and /communications platforms
- Integrate communication components into existing systems and platforms.
- Prepare system integration information to aid in New Equipment Training program
- Evaluate new technologies and perform systems engineering work to determine integration effort, viability and capability gain
- Perform life cycle integration that involves customers in the design process and ensures the system developed is viable throughout its life

### **3.3 ENGINEERING AND TECHNICAL DOCUMENTATION SUPPORT**

The Contractor shall:

- Assist in the development of systems architecture and other system engineering documentation
- Assist in the configuration design and support of field tests to validate network configurations and support of functional interoperability testing at locations such as the Central Technical Support Facility (CTSF), and support of exercises, such as: Network Integration Exercises (NIE)
- Document current and new procedures for PM WIN-T programs identified in paragraph 1.2 above
- Assist in reviewing production and fielding support proposals
- Participate in program reviews
- Conduct system engineering trade-off analysis
- Assist in preparation of technical requirements/specifications
- Assist in development of Statements of Objectives, Statements of Work (SOW), Performance Work Statements, Performance Specifications and associated solicitation documentation
- Assist in the review and development of Engineering Change Proposals (ECP)/Engineering change orders and the analysis of technical /cost/production cut-in tradeoff issues and fielding requirements (installation kits)
- Provide support for meetings, working groups and briefings to include development and maintenance of action item tracking system for Technical Reviews, Command Reviews, Quarterly Reviews, Technical Test and Initial Operational Test and Evaluation (IOT&E) recommendations
- Provide technical support for conferences, review task related documents, and assist in developing task related technical papers
- Provide technical evaluations and administrative support during source selections when specifically authorized by the government.

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- Provide technical and operational support in the development of operational requirements documents to support the Army
- Provide support with the development of JCIDS documentation

### **3.4 SOFTWARE/HARDWARE ENGINEERING**

The contractor shall:

- Provide support to PM WIN-T hardware and software systems identified in paragraph 1.2 above
- Evaluate software and hardware versions and updates in terms of capability and network impact. Provide evaluations of software products to determine applicability and capability benefits to PM WIN-T systems
- Assist in reviewing any design changes and transition of equipment that may be required as a result of changes to system configuration requirements
- Provide Capability Set (CS) and Common Operating Environment (COE) support to PM WIN-T programs, including answering data calls and aligning schedules

### **3.5 PREPARATION OF INDEPENDENT ASSESSMENTS**

The contractor shall:

- Provide independent evaluation of the performance of PM WIN-T systems identified in paragraph 1.2 above
- Assist in the technical analysis of program goals and objectives, requirements analysis, organizational performance assessment, special studies and assist in preparing reports providing conclusions/recommendations
- Provide assessments of various technical approaches from a cost/schedule/risk perspective
- Provide support in the development of both preliminary and detailed design of systems, to include performing risk identification, analysis, mitigation and traceability

### **3.6 SYSTEM ENGINEERING SUPPORT**

The contractor shall:

- Provide support for fielded systems
- Provide technical support in all PM WIN-T equipment labs
- Assist in development of equipment and network configurations and products
- Support technology insertion testing relative to emerging Current/Future Force Networks requirements and capabilities.
- Provide systems engineering expertise related to the hardware, software, integration and capabilities of the PM WIN-T systems
- Assist in developing solutions to systems engineering challenges based on technology insertion and new product integration

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- Provide support related to reliability, maintainability, operational availability and human factors engineering for PM WIN-T products
- Provide engineering design services to include mechanical, electrical, safety, logistic and manufacturing support, system engineering and testing
- Conduct architectural studies/analyses to determine security, integration and interoperability requirements of present and future interrelating telecommunications/automation systems
- Provide assessments and recommendations for specific technical, scientific or engineering approaches related to system engineering support to engineering development, to production, to non-developmental items (NDI)
- Conduct performance/feasibility analysis of a specific concept or technique to include the application of techniques and the modeling of established design and performance characteristics
- Provide system engineering support to include automated techniques for the design or modification of existing equipments and systems
- Conduct system evaluations and lessons learned analyses of telecommunications/automation end items/systems, applying automated techniques where applicable. These system evaluations include operating the WIN-T Program equipment that is installed on Army aircraft
- Prepare for and participate in hardware/software design reviews

### **3.7 TEST AND EVALUATION**

The contractor shall:

- Plan for and participate in testing and events involving PM WIN-T systems
- Assist in confidence testing, problem troubleshooting, field testing and lab testing
- Support various test events including Aberdeen Proving Ground (APG), CTSF (Ft Hood), Electronic Proving Ground (EPG), Lakehurst and Fort Dix, NJ and other locations as assigned
- Assist PM WIN-T with testing requirements to include reviewing test plans and procedures for PM WIN-T systems
- Assist in developing and implementation of test plans to meet requirements for the Materiel Release process
- Provide assistance to PM WIN-T regarding impacts of testing on system fielding schedules, coordination of available resources required to perform testing and management of data in support of the development of test reports
- Assist in the development and implementation of test plans, procedures and documentation to support various stages of testing for all initial and updated increments/releases and components of PM WIN-T systems.
- Act as liaison to the Army test community for all necessary coordination
- Provide support to PM WIN-T during test events, independent verification and validation, simulation and modeling, system safety, quality assurance and training
- Assist in the planning and execution of coordinated test programs and assist in the preparation of Test and Evaluation Master Plans (TEMPs)

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- Support all PM WIN-T operational tests
- Provide engineering support to PM WIN-T test bed to include acquisition of PM WIN-T lab equipment to support the integration of data/voice/video/telephony in the Current/Future Force Networks. Only material directly in support of this task order shall be acquired.
- Support the collection and analysis of test data. Provide accurate results to assist in decision making.

### **3.8 INFORMATION ASSURANCE (IA) SUPPORT**

The contractor shall:

- Provide IA architecture support
- Provide IA support to certification and accreditation processes
- Provide IA support to security scans and other IA test events

### **3.9 ARCHITECTURAL/INTEROPERABILITY SUPPORT**

The contractor shall:

- Analyze functional, informational, organizational and infrastructure needs within the PM to assist in developing new system configurations or modifying existing hardware and software configurations
- Maintain a thorough working knowledge of PM WIN-T hardware and software systems as they relate to large-scale battlefield communications at all echelons
- Provide technical support to ensure interoperability of all systems and products, down to the box level.
- Provide Systems Engineering support with the design and development of interfaces and interoperability requirements necessary to connect PM WIN-T systems to external systems and networks.
- Provide analytical support to requirements assessments studies, such as Capabilities Based Assessments (CBAs) for PM WIN-T areas of responsibilities.
- Assist in the preparation and editing of Joint Capabilities Integration and Development System (JCIDS) documents: (Initial Capabilities Document (ICD); Capabilities Development Document (CDD) and Capabilities Product Document (CPD)), as well as provide support for the Army and Joint staffing and approval processes.

### **3.10 QUALITY ENGINEERING**

The contractor shall provide technical support related to reliability, maintainability, operational availability and human factors engineering for PM WIN-T products. Assist with analysis of Quality Deficiency reports and monitor quality performance of product manufacturers.

### **3.11 PROGRAM ANALYSIS SUPPORT**

The contractor shall:

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- Provide recommendations to PM WIN-T for developing and/or maintaining the acquisition management documentation required by Department of Defense Instruction (DODI) 5000.02, Defense Acquisition Guidebook (DAG), and Army Regulation (AR) 70-1 and AR 700-142. The contractor shall review all documentation for continuity, compliance, and accuracy; and make recommendations for corrections and improvements.
- Provide support to PM WIN-T to include program analysis support, provide assistance for budget and finance, plans and programs, and prepare coordinated inputs for Milestone Decision Reviews (MDRs). The contractor shall provide program management support for acquisition cycle planning and execution. The contractor shall provide acquisition support by coordinating acquisition documents and requirements. The contractor's program management support shall not include any acquisition planning or decision function that would be considered to be an Inherently Governmental Function.
- Coordinate with budget, engineering, procurement, Program Management and contractor personnel to gather information, discuss plans/progress and resolve problems.
- Provide advice and recommendations based upon a comprehensive knowledge of the principles, policies, pertinent laws, regulatory requirements and procedures applicable to each program; and the knowledge and understanding of the operations of command elements to coordinate control and serve as staff advisor on these programs.
- Track trends such as funding decrements, system deployment, new areas of program emphasis, and changes in user's priorities and provide advice in these areas.
- Analyze and formulate program requirements in support of all PM WIN-T programs.
- Review and analyze program progress and fund utilization reports to identify areas wherein the programs are not progressing or proceeding as planned, (e.g. areas of slippages and overruns).
- Participate in program scheduling and planning that involves formulating both broad and specific guidelines for planning program elements and sub-elements, prepare recommendations for program objectives, operating schedules, resource requirements, and overall program plans, and establish format and reporting requirements.
- Research and evaluate management techniques used in the realignment of any formal structure, including the development of unique, flexible tools to provide management with the optimal utilization of resources.

### **3.12 OFFICE SYSTEM AUTOMATION/INTEGRATION SUPPORT**

The Contractor shall provide support in the development and implementation of office automation systems and the integration of manual and automated processes as requested by the Government. This support includes the development or upgrade of various database management systems and operational information systems, and the providing of data entry and data administration support to update and maintain the integrity of various databases. Further, the requirement includes support in the re-engineering of the office work processes and the development of integrated operational level imaging, web page management and data transfer/manipulation.

Types of Services include:

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- Functional Owner of Applications
- Application Development
- WEB Site Development
- Interface between Business and IT for requirements definition and determination
- Hand Receipt reporting
- Maintain personnel changes in the Global Address List
- Information Assurance Security
- Set-up and support Video Teleconferencing
- Coordinate with NEC on PM WIN-T's ADP requirements
- Coordinate and conduct IT training sessions for users
- Move equipment between users

The contractor shall provide support to all PM WIN-T personnel in the following areas:

- Assistance in ADP Inventory Management and Control
- Development of Internet home page both public and secure
- Evaluation of Internet tools and software applications
- Provide site access through the Internet for field/off-site personnel
- Microsoft Outlook training and other mail databases
- Perform on-site application training to all PM WIN-T personnel
- Provide database application programming and development support

### **3.13 SECURITY ASSISTANCE MANAGEMENT (SAM)/FOREIGN MILITARY SALES (FMS)**

The Contractor shall provide (on-site, Buildings as designated) the personnel and other resources necessary to assist the government with the development, integration and management of the assigned SAM/FMS program. The Contractor shall review, analyze, recommend improvements and develop materials related to SAM programs to include acquisition requirements, FMS case programmatic and management documentation.

The Contractor shall develop, document and maintain SAM program management and acquisition data products. Such efforts shall include:

- FMS Case agreements
- Acquisition requirements packages
- Funding transfer and funding data
- Cost information
- Program transactions
- Other data and documentation as assigned

The Contractor shall generate briefing graphics, word process reports, develop spreadsheet data depictions and otherwise plan and manage, in an automated fashion, the SAM and FMS Program.

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The Contractor shall provide mathematical, economical and operational analysis of issues related to SAM program initiatives.

The Contractor shall review, analyze, recommend improvements and develop materials related to SAM program of both the US Government and supporting commodity contractors, with regard to completeness, accuracy, consistency, coordination and effectiveness.

The Contractor shall ensure continuity among all FMS program efforts and shall review and coordinate FMS case information among all cognizant US Government organizations as assigned.

### **3.14 COST ANALYSIS SUPPORT**

The Contractor shall perform cost estimating activities for various program life cycle phases in accordance with all applicable regulations, directives and policies. These efforts will include cost documents such as Program Office Estimates (POEs), Life Cycle Cost Estimates (LCCEs) and Independent Government Cost Estimates (IGCEs), to assist decision makers during the materiel acquisition process.

The Contractor shall prepare and/or update various cost studies, as well as inputs to other documents, in support of the materiel acquisition process. The Contractor shall prepare independent cost studies and inputs to documents such as Analysis of Alternatives (AOA), Cost Analysis Requirements Description (CARD), Defense Acquisition Executive Summary (DAES), Selected Acquisition Reports (SARs), Integrated Program Summaries (IPS), P-Forms, R-Forms, Smart Charts, Acquisition Strategy Report (ASR) and Acquisition Plans (AP) in support of the materiel acquisition process.

The Contractor shall develop, update and/or modify various cost models and tools; cost data bases; or cost estimating relationships to support program requirements.

The Contractor shall support the Government in Cost/Schedule Control System Criteria (C/SCSC) and/or Cost/Schedule Status Report (C/SSR) reviews with the analysis of contractor cost and schedule performance data. These analyses will include assessments of contract, cost, and schedule status. When required, the Contractor shall develop a forecast of cost at completion in support of program status requirements.

### **3.15 LOGISTICS FOR IT SYSTEMS**

Information Technology (IT) systems and equipment rely on logistics planning and Integrated Logistics Support functions throughout their life cycle. The Contractor shall provide personnel to perform tasks in the following ILS functional areas: Manpower and Personnel, Training, Maintenance Support, Supply Support and Provisioning, General Purpose and specific Test Equipment, Technical Data, Computer Resources Support and Packaging, Handling, Storage, and Transportation (PHS&T). ILS tasks start during the design process and continue through development, production, fielding, operation, sustainment and disposal of the system.

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Additionally, the Contractor shall provide programmatic support with regards to logistics planning, analysis, documentation, monitoring, evaluation and implementation of logistics requirements derived from program requirements documents. The Contractor shall perform Total Package Fielding of new systems and equipment as assigned. The Contractor shall provide personnel qualified in the logistics disciplines within each of the ILS functional areas required from time to time during the contract. The Contractor shall perform logistics tasking in support of PM WIN-T IT systems and equipment at the locations identified in this PWS, as assigned. The Contractor is authorized to operate and maintain any and all equipment approved by the PM necessary to accomplish this ILS programmatic support.

#### **4.0 DELIVERABLES AND REPORTS**

The following summarizes the expected deliverables and reports.

- Summary of In-Process Reviews (IPR) are to be completed as necessary as requested by the Government
- Monthly Status Reports are to be submitted no later than the fifteenth (15<sup>th</sup>) of the succeeding month
- Contractor Personnel Data Reports shall be submitted with the Monthly Status Reports for the same period covered.
- Conferences/Working Groups/Trip Reports Not Later Than (NLT) seven (7) working days after completion of travel
- Briefings, plans, technical reports, and other documentation as required

#### **4.1 REPORTS**

The following summarizes the expected deliverables and reports.

- Summary of In-Process Reviews (IPR) are to be completed as necessary as requested by the Government.
- Conferences/Working Groups/Trip Reports Not Later Than (NLT) seven (7) working days after completion of travel
- Briefings, plans, technical reports, and other documentation as required
- Monthly Status Reports (MSRs) will be posted in GSA's IT Solution Shop at <http://web.itss.gsa.gov/> no later than the 15<sup>th</sup> of each month (Attachment H in Section J)
- The Contractor shall bring problems or potential problems affecting performance to the attention of the COR and PM as soon as possible. Verbal reports will be followed up with written reports when directed by the COR or PM.
- The Contractor shall notify the COR and PM when 75% of the obligated funds on the task have been expended.
- Contractor Personnel Data Report. The Contractor Personnel Data Report is a MS Excel spreadsheet which includes data elements for each contractor personnel directly charging hours to the contract. The data is submitted monthly concurrent with the Monthly Status Report reflecting current staffing levels in each monthly worksheet tab. Additions from the previous month information are highlighted in a GREEN font for new data; RED font for deleted data and BLUE font for all other changes from the previous month. The

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Contractor shall post this report to GSA's IT Solution Shop at the same time as the Monthly Status Report. The Government will provide the MS Excel Template to be used for submission of this Report.

#### **4.2 DELIVERY INSTRUCTIONS**

The Contractor shall submit one copy of each report to the COR. The Contractor shall deliver each report in a mutually agreed to format. Deliverables are to be transmitted with a cover letter, on the Prime Contractor's letterhead, describing the contents. Concurrently, a copy of each report shall be attached to the task in GSA's IT Solution Shop at <http://web.itss.gsa.gov/> no later than the 15th of each month.

#### **5.0 QUALITY**

##### **5.1 INSPECTION AND ACCEPTANCE**

Only the COR or its designated alternative has the authority to inspect, accept, or reject all deliverables. Final acceptance of all deliverables will be provided in writing, or in electronic format, to the KO within thirty (30) days from the end of the task order.

In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected in accordance with all specifications stated in the PWS. The acceptance of deliverables and satisfactory work performance required herein shall be based on the timeliness and accuracy of the service requested.

The contractor shall be notified of the COR's findings within five (5) work days. If the deliverables are not acceptable, the COR will notify the Contracting Officer and the contractor.

##### **5.2 UNSATISFACTORY WORK**

Performance by the Contractor to correct defects found by the COR as a result of quality assurance surveillance and by the Contractor as a result of quality control, shall be IAW FAR 52.212-4(a). The COR will monitor compliance and report to the CO.

#### **6.0 GOVERNMENT FURNISHED ITEMS**

The Government will provide the following:

- Initial familiarization/orientation will be provided by the User Agency.
- Standard Operational Procedures, regulations, manuals, texts, briefs and other materials associated with the project and the hardware/software noted throughout this PWS will be available to the contractor at the place of performance.
- Mutually agreed on office space, supplies, equipment.
- Government Owned Vehicles, as needed, in accordance with all applicable federal rules and regulations.

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- Laptop, as applicable to assigned duties and the need to access government systems with properly imaged computer.
- Cell phone or Blackberry when applicable to assigned duties.

## **7.0 CONTRACTOR FURNISHED ITEMS**

Materials are to be provided by the contractor when essential to the performance of this PWS and specifically approved by the government, not to exceed the ceiling price for materials identified in the task order. This may include: equipment, repair parts, shipping and handling materials, commercial services, consumables, commercial training devices/services, or commercial satellite access/band-width. All materials purchased by the contractor for the use or ownership of the government, becomes the property of the government.

## **8.0 CONTRACTOR MANPOWER REPORTING APPLICATION**

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this task order. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil> <<https://cmra.army.mil>>. The required information includes:

1. Name and address of the Contractor
2. Invoice Date
3. Invoice identification number
4. Contract Number
5. Task Order Number
6. Project Title
7. Description, quantity, unit of measure, unit price, extended price of supplies delivered and/or services performed, and applicable CLIN or Sub-CLIN; This description is to include a breakout of billing to each funded MIPR at the CLIN level for the Program charged against it
8. Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading
9. If applicable, incurred cost of all approved travel to include name of Government approving official and date approved
10. Name and address of Contractor's official to whom payment is to be sent (must be the same as that in the task order or in a proper notice of assignment)
11. Name, title, phone number, and mailing address of person to be notified in the event of a defective invoice
12. Any other information or documentation required by the task order (such as evidence of shipment)

Reporting period will be the period of performance not to exceed twelve (12) months ending 30 September of each Government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields

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on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web.

## **9.0 ORGANIZATIONAL CONFLICT OF INTEREST**

All functions related to acquisition support shall be on an advisory basis only. Please be advised that since the contractor and subcontractors of this task order will provide programmatic, logistics, systems engineering, technical direction, specifications, work statements, and evaluation services, some restrictions on future activities of the contractor may be required in accordance with FAR Subpart 9.5.

All contractor and subcontractor personnel charged directly to this task order and any contractor and subcontractor personnel coming in contact with restricted or proprietary data during the performance of this contract are required to sign a Non-disclosure Agreement. A copy of the Non-Disclosure Agreement (NDA) is attached.

## **10.0 CONTRACTOR PERSONNEL**

### **10.1 SUPERVISION OF CONTRACTOR PERSONNEL**

Contractor and subcontractor supplied personnel are employees of the Contractor or subcontractor and under the administrative control and supervision of the Contractor or subcontractor. The Contractor shall perform the tasks prescribed herein. The Contractor and subcontractors shall select, supervise, and exercise control and direction over its employees under this task order. The Contractor and subcontractors shall not supervise, direct, or control the activities of Government personnel or the employees of any other contractor. The Government shall not exercise any supervision or control over the Contractor's or subcontractor's personnel in the performance of contractual services under this task order. The Contractor is accountable to the Government for the actions of its personnel and the subcontractor's personnel. In the event that the performance of assigned Contractor personnel or any substitute(s) is determined by the Government to be unsatisfactory at any time during the life of the task order, the Government reserves the right to request and receive satisfactory personnel replacement within five (5) business days of receipt by the Contractor of written notification. Notification will include the reason for requesting replacement personnel. Replacement personnel must have the same minimum qualifications, additional specialized or specific experience and meet any applicable security requirements identified in this task order.

### **10.2 STANDARDS OF CONDUCT AND RESTRICTIONS**

The Contractor shall adhere to the same professional and ethical standards of conduct required of Government personnel. The Contractor and subcontractors shall not:

- 1) Discuss with unauthorized persons any information obtained in the performance of work under this task order;

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- 2) Conduct business, other than that which is covered by this task order, during periods paid by the Government;
- 3) Conduct business not directly related to this task order on Government premises;
- 4) Use computer systems and/or other Government facilities for company or personal business; and
- 5) Recruit on Government premises or otherwise act to disrupt official Government business.

## **11.0 SPECIAL TERMS AND CONDITIONS**

### **11.1 RECORDS/DATA**

Records and data shall be documented in deliverable reports (electronically). Any databases/code shall be delivered electronically and become the sole property of the United States Government.

All deliverables become the sole property of the United States Government. The US Government, for itself and such others as it deems appropriate, will have unlimited rights under this task order to all information and materials developed under this contract and furnished to the US Government and documentation thereof, reports and listings, and all other items pertaining to the work and services pursuant to this agreement including any copyright. Unlimited rights under this task order are rights to use, duplicate, or disclose data, and information, in whole or in part in any manner and for any purpose whatsoever without compensation to or approval from the Contractor. The US Government will at all reasonable times have the right to inspect the work and will have access to and the right to make copies of the above-mentioned items. All digital files and data, and other products generated under this contract, shall become the property of the US Government.

### **11.2 COPYRIGHT**

Any software and computer data/information developed, as a component of this task order shall have the following statement attached to documentation:

“This computer program is a work effort for the United States Government and is not protected by copyright (17 U.S. Code 105). Any person who fraudulently places a copyright notice on, or does any other act contrary to the provisions of 17 U.S. Code 506(c) shall be subject to the penalties provided therein. This notice shall not be altered or removed from this software or digital media, and is to be on all reproductions.”

## **12.0 TASK ORDER ADMINISTRATION INFORMATION**

### **12.1 INVOICE FORMAT AND ACCEPTANCE**

To be considered a proper invoice, the following information shall be included:

- (i) Name and address of the Contractor;
- (ii) Invoice date and number;

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- (iii) Contract number, contract line item number and, if applicable, the order number;
- (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (x) Electronic funds transfer (EFT) banking information.

The contractor shall include the following statement on all invoices submitted for payment: “The costs and prices contained within this invoice do not exceed the allowable costs/prices of the task order.”

The contractor shall ensure that all invoices are accepted by the COR before submitting the invoice for approval and payment in ITSS. Invoices shall only contain awarded labor categories and materials as identified in its offer. The contractor shall email the COR the invoice for review and acceptance prior to uploading the invoice in ITSS. The COR will respond with the following statement: “I, *printed name of COR*, have verified that in a satisfactory manner the items identified have been received and/or the services have been rendered and I take no exception to this invoice.” Instructions for submitting proper invoices and COR acceptance for payment are as follows:

The Contractor shall not bill the Government for the Alliant GWAC Contract Access Fee (CAF) as a separate line item. This fee shall be incorporated in the fully burdened labor rates.

Step	Action	Result
1	If you are already at the Interface page, skip to step 3.	
2	If you have not already done so, access the IT-Solutions Shop Home page and log into the system. For additional instructions, see <a href="#">How To Log Into ITSS</a> . If you are already logged in, click on the banner at the top of the form to automatically return to the Interface page.	The Interface page appears.
3	Click on the <a href="#">Create Support Docs</a> link.	The "Support Documents" page appears listing the orders awarded to your company.
4	<ul style="list-style-type: none"> <li>• In the list, highlight the Order ID number of the order on which you need to submit an invoice.</li> <li>• You can also type the Order ID into the <b>Find a Specific Order</b> box and click on the</li> </ul>	<ul style="list-style-type: none"> <li>• The Order ID will appear at the top of the list.</li> </ul>

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	<b>Go</b> button.	
5	In the << <b>Select Support Document</b> >> drop down menu select <b>Acceptance Information</b> .	
6	Click on the <b>Create</b> button. 	An "Acceptance Information" form appears.
7	Enter the <b>Date Delivered</b> . This field indicates the date that the goods were delivered on or the last day of the month of service.	
8	If you are attaching a file containing the invoice to the form, check the <b>Invoice Attached</b> box.	
9	If you checked the <b>Invoice Attached</b> box in the previous step, enter the invoice number in the <b>Invoice Number</b> field.	
10	If you are not attaching a file, the description of the goods and/or labor supplied should be entered in the <b>Detailed Comments</b> text box, as well as any other miscellaneous remarks you may want to add.	
11	Enter the dollar amount of the <b>Amount Delivered</b> in the corresponding field. <b>Labor</b> will be visible if this was a Project order. <b>Commodities</b> will be visible if this was a Commodities order. For a mixed accrual order, you will see both fields. Enter the dollar amount to be invoiced for each.	
12	Click on the <b>Attach Files</b> icon to attach an invoice or any other supporting documents as necessary.  See the Related Tasks section above for more help on attaching files to a form.	If you attached any files, links to those files appear under the <b>File Attachments</b> section.
13	Click on the <b>Submit</b> button. 	If any of the required fields (marked with yellow dot) are left blank, an error message will prompt you to return to the form to complete it.  Otherwise, a small separate window opens asking you: "Are you sure you want to submit this Acceptance Information document?"

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14	Click on <b>OK</b> to submit the request for acceptance of the invoice.	
What's Next?	Email will be sent to the client informing him or her that an "Acceptance Information" form has been submitted for review.  The client or the GSA Customer Service Rep (CSR) will log onto ITSS, edit your "Acceptance Information" and enter whether the invoice and the amounts are accepted, rejected, or partially accepted. At this point, you will be sent an email and the status of the document will be updated to "Accepted", "Rejected", or "Partially Accepted."  If accepted or partially accepted, the Acceptance Information will be sent to Ft. Worth with your invoice for payment.  If rejected, contact the CSR listed on the order to resolve the issue.	

## 12.2 INVOICE SUBMISSION

The contractor shall submit invoices as follows:

(1) Submit Electronic Invoice to GSA's Finance Division in Kansas City, MO.

The contractor shall sign up for electronic invoice submittal using "Vendor Express" on the GSA Finance website at [www.finance.gsa.gov](http://www.finance.gsa.gov). The Contractor shall be required to request a password in order to submit their invoice to GSA Finance. The GSA Finance Customer Service center can be reached by calling 816-926-7287 or by visiting their web site at [www.finance.gsa.gov](http://www.finance.gsa.gov).

(2) The contractor shall attach one copy of each invoice along with the government's acceptance document to the "Acceptance Info" of this order at: <http://web.itss.gsa.gov/>. Failure to do so shall result in the rejection of the invoice.

(3) Unless otherwise specified in this delivery order, the contractor shall forward all originals of correspondence requiring signature to the Contracting Officer at the address in Section 1.13 of the RFQ.

## 12.3 FINAL INVOICE AND RELEASE OF CLAIMS

Prior to remittance of full and final payment to the Contractor, the Contractor shall release the Government of all claims. The Contractor shall complete, execute, and submit a Contractor Release of Claims, whereby the Contractor releases the Government of all claims at the time of submission of its final invoice. Failure to submit a Contractor Release of Claims shall be grounds for rejection of the Contractor's final invoice. A copy of a Contractor Release of Claims is provided in Attachment I in Section J.

## 12.4 CLOSEOUT PROCEDURES

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It is the intention of the Government to perform closeout procedures on this order. The Contractor agrees to perform those functions necessary to support closeout process in a timely manner. As part of the closeout process, the Contractor shall submit a Contractor Closeout Certification (see Attachment J in Section J) within thirty (30) calendar days after receipt of final payment.

**NOTE: IF ANY OF THE REQUIRED INVOICING INFORMATION IS ABSENT FROM AN INVOICE, GSA WILL REJECT THAT INVOICE.**

## **12.5 LIMITATION OF FUNDS**

The Contractor shall not perform work resulting in charges to the Government that exceed obligated funds. The Contractor shall notify the Contracting Officer in writing, whenever it has reason to believe that in the next sixty (60) days, the charges to the Government will exceed seventy-five (75%) of the obligated funds. The notice shall state the estimated amount of additional funds required to complete performance of this task. The Government is not obligated to reimburse the Contractor for charges in excess of the obligated funds and the Contractor is not obligated to continue performance or otherwise incur costs that would result in charges to the government in excess of the amount obligated under this task order.

## **13.0 QUALITY ASSURANCE SURVEILLANCE PLAN MATRIX**

The Contractor's performance during the life of the task order shall be monitored by the Government in accordance with the Quality Assurance Surveillance Plan.

It is the Contractor's responsibility to ensure all requirements meet the Government's standards and criteria for acceptances, and acceptable quality levels. The Contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the task order. The role of the Government in quality assurance is to assess Contractor performance and to evaluate whether performance standards are achieved. The Government will ensure this responsibility has been met before payment is made to the Contractor. All data deliveries shall be submitted on time as set forth in the task order. Services shall be provided in accordance with best practices, in a responsive, knowledgeable, timely and professional manner. Incidental materials shall be furnished in new condition, with all original manufacturers' warranties in effect at the time of delivery. Government Furnished Equipment and facilities must be returned to clean, operational condition. Damaged or unserviceable equipment shall be brought to the attention of the COR for final disposition.

The Government will include, no less than once every year, its evaluation of the Contractor's performance in the Contractor Performance Assessment Reporting System (CPARS), at <http://www.cpars.csd.disa.mil/cparsmain.htm>.